DEPARTMENT OF THE ARMY HEADQUARTERS, 99th REGIONAL SUPPORT COMMAND 5 LOBAUGH STREET 99TH REGIONAL SUPPORT COMMAND Pamphlet 715-1

OAKDALE, PA 15071-5001 17 August 1998

Directorate of Contracting (DOC) HEADQUARTERS, 99TH REGIONAL SUPPORT COMMAND IMPAC POLICIES AND PROCEDURES

History. This is the first printing of 99th RSC Pamphlet 715-1.

Applicability. This pamphlet applies to all IMPAC cardholders, approving officials, and alternate approving officials to include the 99th RSC, 310th TAACOM, 311th SI CMD, 80th DIV (IT), Charles E Kelly Support Facility, US Army Training Facility-Camp Dawson, and supported Jr/Sr ROTC activities.

Interim changes. Interim changes to this pamphlet are not official unless authenticated by the Deputy Chief of Staff, Comptroller (DCSCOMPT). Users will destroy interim changes on their expiration date unless superseded or rescinded.

Suggested improvements. The proponent of this pamphlet is the 99th RSC Directorate of Contracting. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, 99th Regional Support Command, Directorate of Contracting, ATTN: AFRC-CPA-CP-DOC, Agency IMPAC Coordinator, 14 Messerschmidt Road, Oakdale, PA 15071-5020.

OFFICIAL: ROBERT A. CARDAMONE

Colonel, GS, USAR Chief of Staff

RAY L. ROBINSON Colonel, GS, USAR Deputy Chief of Staff Information Management

DISTRIBUTION: Each IMPAC credit cardholder, approving/alternate approving official.

CONTENTS (Listed by paragraph number)

General
Chapter 1
Purpose 1-1
References 1-2
Explanation of definitions 1-3

Chapter 2 Introduction General policy statement 2-1 Policy 2-2 Chapter 3

General Instructions

Mandatory sources 3-1

IMPAC VISA Card 3-2

Single purchase 3-3

Backordering 3-4

Partial shipment 3-5

Tax exempt 3-6

Accountable property items 3-7

Hazardous materials 3-8

Chapter 4

Unauthorized Use of the IMPAC Card

Chapter 5

Violation of Use

Chapter 6

Training

Chapter 7

Standards of Conduct

Chapter 8

Dollar Limitation

Chapter 9

Billing Cycle

Chapter 10

Receipt of Statement of Account (SOA)

Chapter 11

Billing Cycle Purchase Limit

Chapter 12

Billing Cycle Office Limit

Chapter 13

Dispute Procedures

Chapter 14

Non Disputable Transactions

Chapter 15

Disputable Transactions

Chapter 16

Delayed Disputed Transactions

Chapter 17

Credit Returns

Chapter 18

Request New IMPAC Cards

Chapter 19

Changes to IMPAC Cards

Increasing Monthly Limitations 19-1

Chapter 20

Cardholder responsibility

Chapter 21

Approving Official Responsibility

Chapter 22

Audits

Chapter 23

Reconciliation

Chapter 24

Audit Requirements

Chapter 25

Contact with US Bank

Chapter 26

Lost or Stolen Card/Account Number

Chapter 27

File Retention

Chapter 28

Card Security

Chapter 29

Financial Disclosure Reports

Chapter 30

Separation of Cardholder/Approving Official

Chapter 31

Transfer of Cardholders

Appendix

A - Definitions

B-DCSCOMPT

C - DCSLOG

D - DCSIM

E - DCSOPS

F - DCSENG

Enclosures

Enclosures
Encl 1a Purchase Card Certifying Officer Letter -

Reserve

Encl 1b Purchase Card Certifying Officer Letter -

All Others

Encl 1c DD 577 (Signature Card)

Encl 2 Delegation of Authority - Cardholder

- **Encl 3 Receipt Letter (Cardholder)**
- Encl 4 Statement of Account (SOA) -Cardholder
- **Encl 5 Cardholder Review/Checklist**
- **Encl 6 Approving Official Review/Checklist**
- **Encl 7 Procurement Integrity Form**
- Encl 8a Request for IMPAC Card Reserve
- **Encl 8b Request for IMPAC Card All Others**
- **Encl 9 Cardholder Statement of Questioned Item** (CSQI)
- Encl 10 Official Invoice (Statement Billing File) Approving Official
- **Encl 11 Internal Standard Operating Procedure**
- (SOP) Approving Official
- **Encl 12 Separation of Cardholder/Approving Official**